

**LSU SYSTEM  
POSITION DESCRIPTION FORM**

CAMPUS: LSUHSC – SHREVEPORT

COLLEGE: \_\_\_\_\_

~~~~~  
ADDING ADMIN DUTIES \_\_\_\_\_

MASTER JOB DESC. \_\_\_\_\_  
~~~~~

DEPARTMENT: Chancellor's Area

POSITION INVENTORY NUMBER (1) \_\_\_\_\_ (2) PS# 46893  
(3) \_\_\_\_\_ (4) \_\_\_\_\_

**REQUEST SYSTEM TITLE**

(1) Vice Chancellor for Administration & Finance

(2) \_\_\_\_\_

(3) \_\_\_\_\_

**% EFFORT PER TC:**

100

PROPOSED ANNUAL SALARY RANGE: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**SOURCE OF CURRENT FUNDS:**

\_\_\_\_\_ State General Fund \_\_\_\_\_ Auxiliary \_\_\_\_\_ Federal  
Appropriated Unrestricted Self Generated \_\_\_\_\_ Grant or Contract \_\_\_\_\_ Restrictive \_\_\_\_\_ Gratis

INCUMBENT: ☒ Current or \_\_\_\_\_ Previous \_\_\_\_\_

Jeff Reynolds  
Employee Name

Present Position Title

Present Annual Salary

**TYPE OF UNCLASSIFIED POSITION**

Teaching \_\_\_\_\_

Professional \_\_\_\_\_

Administrative  
Officer \_\_\_\_\_

**IT IS RECOMMENDED THAT THIS POSITION BE UNCLASSIFIED AS MEETING THE TEACHING, PROFESSIONAL, OR ADMINISTRATIVE OFFICER DESIGNATION REQUIRED BY THE CONSTITUTION AND CIVIL SERVICE RULES.**

**SIGNATURES:**

_____	Dept. Head	DATE: _____
_____	Personnel Officer	DATE: _____
_____	Dean/Director	DATE: _____
<u>[Signature]</u>	Chancellor	DATE: <u>11-18-19</u>

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**FOR SYSTEM USER ONLY:**

ASSIGNED SYSTEM TITLE(S): \_\_\_\_\_ TC# \_\_\_\_\_  
\_\_\_\_\_ TC# \_\_\_\_\_  
\_\_\_\_\_ TC# \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_ System Director of Human Resource Management

\_\_\_\_\_ Date

\_\_\_\_\_ President

\_\_\_\_\_ Date

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Page 2 PeopleSoft Number \_\_\_\_\_

Position Description Form Department 1<sup>st</sup> five digits \_\_\_\_\_

Non-Exempt FLSA \_\_\_\_\_ Exempt FLSA   X    
Executive \_\_\_\_\_ Administrative \_\_\_\_\_ Professional           X          

Supervised by: Chancellor – LSUHSC - Shreveport  
Title of Supervisor

Supervisor of: \_\_\_\_\_  
Titles of employees supervised and number supervised

**Qualification Requirements:**

**Required:**

Field(s) of Study: Bachelor's degree in BA, PA, PH, HCA or related field with at least 10 years of progressively responsible professional level experience in a health care administration and a minimum of 7 years of financial management experience.

**Desired:**

Master's degree in BA, PA, PH, HCA or related field with at least 10 years of progressively responsible professional level experience in health care administration and a minimum of 7 years of financial management experience.

Certified Public Accountant

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### **JOB SUMMARY:**

As a member of the senior executive staff, the Vice Chancellor for Administration & Finance reports directly to the Chancellor and serves as the chief financial officer and chief administrative officer of the LSU Health Sciences Center - Shreveport (LSUHSC-S) campus. Incumbent is responsible for facilitating the successful financial performance of the institution as well as leading administrative areas such as budgeting, financial reporting, facilities management, supply chain management, auxiliary enterprises, human resources and information technology. Incumbent is responsible for University Police, Security, Safety, Public Affairs and Communications. The Vice Chancellor establishes standards of performance in the delegation of administrative and financial authority, defines broad institutional goals and objectives in consultation with the Chancellor and coordinates the analysis, reporting and financial parameters. Diplomacy, strong analytical and communications skills, and demonstrated knowledge of and the ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations are essential attributes to this position

### **Essential Functions:**

#### **Financial Management – 50%**

- Directs the financial operations of LSU Health Sciences Center - Shreveport and provides leadership in financial and administrative operations.
- Manages the central coordination of LSU Health Sciences Center – Shreveport campus operating budget planning and administration. This includes the direction of the formulation and presentation of budgets to the LSU Board of Supervisors, the Board of Regents, the Division of Administration Budget Office, the Commissioner of Administration, the Governor's Office, and various legislative fiscal offices and committees as required.
- Provides leadership in all phases of financial management to ensure efficient and effective administration of financial activities and ensures policies and procedures are developed in compliance with federal and state regulations. Reviews and approves financial and administrative policy and procedure.
- Reviews audit reports, findings and recommendations in order to help implement required compliance actions. Formulates appropriate written responses to findings and recommendations in a timely manner.
- Prepares the annual financial report for the university and ensures timely completion.
- Coordinates the preparation and analysis of periodic budget projections to the Chancellor and the LSU President's Office.
- Advises the Chancellor on the equitable distribution or allocation of appropriated funds and assists the Chancellor in testifying or presenting testimony to various executive and legislative entities.
- Maintains internal control processes that provide reliability of financial reporting, achievement of objectives, ensures efficiency and effectiveness of operations and compliance with laws and regulations
- Consults with internal, legislative, federal and other independent auditors regarding the financial operations and activities of the college
- Prepares the capital outlay budget for the university.
- Responsible for the executive management and administrative oversight of the following financial units of the Shreveport campus: Business and Reimbursements, Budget, Accounting, Student Financial Aid, Auxiliary Services and Purchasing, Peoplesoft-Finance, Accounting/Purchasing.

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### **Administration Management – 45%**

- Directs the administrative operations of LSU Health Sciences Center Shreveport.
- Provides executive management and administrative oversight of Human Resources, Information Technology, Auxiliary Services, Supply Chain Management and Facilities Management for the Shreveport campus.
- Develops long-range strategic goals to ensure the continued financial strength of the University. Collaborate in strategic partnership with the Chancellor and the leadership team to set enterprise-wide strategy, define and identify innovative approaches to achieving strategic goals, define the financial and non-financial objectives of individual entities and areas, drive operational efficiency and create a climate of accountability.
- Motivates and leads a high performance leadership team. Establishes a collaborative environment among the management team focused on accomplishment of the University's goals and objectives. Creates a culture conducive to team and individual innovation and contribution toward a common vision.
- Responsible for the long-range direction of the University's technology function. Directs the strategic design, acquisition, management and implementation of an enterprise-wide technology infrastructure. Maintains technology standards for the University. Directs the activities necessary to keep the technology infrastructure running seamlessly, efficiently and effectively while ensuring compliance with established standards and policies.
- Plans and directs all aspects of LSU Health Sciences Center-Shreveport's staff and service functions. Develops and oversees the organization's staff and service policies, objectives and initiatives.
- Provide management direction and oversight of a network of information technology systems and processes including major central administrative systems and all related technology infrastructure. The Information Technology function encompasses Security, Database Administration, Support Services, Special Projects, Application Development, Networks, Servers and Operations.
- Works directly with the leadership of Human Resource Management to cultivate strategic partnerships within all areas of the University. Responsible for ensuring strategic and effective recruiting processes, equitable compensation practices, fair and consistent treatment of employees, compliance with all applicable regulations, and a competitive total compensation package that attracts, retains, motivates and develops a workforce committed to the University's mission.
- Works directly with the leadership of Supply Chain Management in the oversight of materials, information, and finances as they move from supplier to consumer. Incumbent is responsible for the overall planning and management of all activities involved in sourcing, procurement and logistics activities.
- Works directly with the leadership of Facilities Management to effectively and efficiently provide maintenance, operational services, and utilities services that support the faculty, staff and students.
- Responsible for University Police/Security, Information Technology, Property & Facilities, Safety, Public Affairs & Communications and Human Resources.
- Works directly with the leadership of The Public Safety Department providing police and security services twenty-four hours a day, seven days a week, to campus patients, visitors, staff, faculty, students and employees at all local facilities. These services generally consist of information, parking assistance, escorts, police protective services and criminal investigations.
- Works directly with the leadership of Public Affairs, Communication and Development.

### **Marginal Functions 5%:**

Performs other duties as assigned.

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### Required Knowledge, Skills and Abilities:

Individual must possess these skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills or abilities and to possess the necessary physical requirements with or without the aid of mechanical devices to safely perform the essential functions of the job.

### Degree of Physical Demand

Strength Level:

Sedentary Work: Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force to constantly move objects. Physical demand requirements are in excess of those for sedentary work. Even though the weight lifted may be only a negligible amount, a job should be rated light work: (1) When it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time or entails pushing or pulling of arm or leg controls; or (3) when the job requires working at a production rate pace entailing the constant pushing and pulling of materials even though the weight of those materials is negligible. NOTE: the constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

### Physical Demands

|                |                                                                                                          |
|----------------|----------------------------------------------------------------------------------------------------------|
| Positions:     | Standing, Walking, Sitting, Stooping                                                                     |
| Weight/ Force: | Lifting, Carrying, Pushing, Pulling                                                                      |
| Controls:      | Hand /Arm Foot/Leg Motor Coordination, Finger<br>Dexterity, Manual Dexterity, Eye/hand/Foot Coordination |

Requires an adequate range of body motion and mobility, with or without accommodations to enable the individual to perform the essential functions of the position and as listed below:

Requires prolonged periods of sitting, standing, occasional bending and stooping, and the ability to carry files, portable computer and other items such as audio-visual equipment weighing up to 15 pounds with or without accommodation.

### Requires Talking

Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to vendors, department representatives, or to the public. Including those activities in which they must convey detailed or important spoken instructions to other workers, accurately, loudly or quickly.

### Requires Hearing

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Perceiving the nature of sounds. Hearing is important for those activities, which requires the ability to receive detailed information through the oral communication, and to make fine discriminations in sound.

### **Requires Near Acuity**

Clarity of vision at 20 inches or less. This factor is important when special or minute accuracy is demanded and defective near acuity would adversely affect job performance and/or safety of self and others. Vision corrected to 20/20 with visual aids.

### **Mental and Emotional Demands**

Requires the ability to collect and analyze complex numerical and language data and reach logical conclusions. Requires the ability to make independent decisions. Requires the ability to work under stress. Requires the ability to work and cooperate with faculty, students, managers, the public and employees at all levels in order to exchange ideas, information and opinions to facilitate the task at hand. Requires the ability to determine the time, place and sequence of operations or actions.

### **Working Conditions**

- Contact with a variety of staff and faculty throughout the institution.
- Possible confined work area.
- Possible distracting noise levels.
- Constant interruptions from phone and coworkers.

### **Knowledge Requirements**

Knowledge of the organization, programs and functions of the LSU Health Sciences Center, Shreveport or similar organization.

### **Machines, Tools, Work Equipment and Work Aids**

Requires the operation of office equipment including but not limited to computers, typewriters, printers, telephones, copiers, fax machines, filing cabinets, adding machine or calculator, textbooks and periodicals with or without accommodation.

### **Contacts Required**

Contacts include employees, departmental chairpersons, business manager, Communication with personnel at all levels within the Health Sciences Center is required. Contact may include LSU System officials or satellite campus representatives.

### **Scope and Effect of Work**

Work requires a high degree of expertise in the application of management concepts and principals related to given responsibilities. Management of the essential functions and the recommendations and information dispensed by the successful candidate will have a direct impact in the attainment of the overall objectives of the department.

### **Complexity of Work**

The work consists of complex duties which have a direct and significant impact on the overall success of the organization. The work involves gathering information, identifying and analyzing issues and developing recommendations to resolve problems of significant importance.